

Acquisition Career Management Information System (ACMIS)

January 2006 Release Notes

Add a Position/Responsibilities Field – Add a mandatory field for users to indicate their position/responsibility in the acquisition workforce.

Allow an agency administrator rights to limit a deputy program administrator or training monitor ability to access, review and edit employee records based on designations established by an agency under the agency specific field.

Provide email capability to automatically send a notification to the agency administrator or the employee's supervisor or both anytime an employee changes his or her record.

Provide a delete function for the items entered into an (Individual Development Plan IDP)

Provide a help enhancement that shows the definition for terms such as education provider, functional discipline, agency specific field etc

Hide the add exam button on the Business Qualification screen, since an exam is no longer part of Clinger-Cohen compliance

Remove duplicate training classes from the drop-down list through the following steps: Provide a list of training courses from training classes can be deleted, remove the duplicates from the drop down, update records to point to remaining training classes. – This item is on hold until the implementation of the Federal Certification Program

Modify the Individual Development Plan screen to provide an approval check box for the supervisor's use in reviewing and accepting an employee's IDP. The function must not be active for the employee but only for the supervisor's action. The function shall include the date of review

When creating training under "Other" the employee record on the employee summary screen should show the actual course provider and title

Under my information CO Warrants – delete if limited, enter spending limit on warrant (in dollars), and sort restrictions from lowest to highest. Unlimited shall appear last.

Under System Management rename "Restrictions: Manage the list of available restrictions" to "Warrant Limitations: Manage agency warrant limitations and other applicable restrictions".

Under “System Management: Manage Warrant Restrictions” change the title to “System Management: Manage Warrant Limits and Other Restrictions”

Under “My Information, Requirements Waivers” change “Date of Waiver” to “Date Waiver Granted”. Leave this as a mandatory field. Add a field to indicate if the waiver is temporary or permanent and if temporary add a field “Date Waiver Expires”

Under System Management Screen, and My Information, need parallel changes to establish three different categories of certifications:

For Federal Certifications, there will be a field only the super administrator has update rights to. This should be set up for now but won’t show on the screen (hidden).

The second field will be for agency certification and will be available only to agency level administrators for input (This already exists)

The third field will be for Other certifications, which the employee can enter data. The drop down list of agency certifications should be moved there

On the Employee Management screen, Supervised Employee Summary under “Training” provide hours for those employees who are direct reports

Add a field for supervisor, agency administrator or training monitor to indicate that they have reviewed and validated the employee’s record. Include the date of the review. Only the supervisor, agency administrator, or training manager shall have rights to edit this field, the employee must not be able to edit this field

Modify the ACMIS login page to highlight “Registering as a new user” steps

Modify the ACMIS login page to highlight “Logging in as an existing user” steps

Modify the Rules of Behavior page to instruct users to read the rules and go to the bottom of the page to “Accept Rules” prior to proceeding.